



## Land Bank

### Guide for Agriculture/Garden Application

The City welcomes your interest in acquiring Land Bank property for agricultural use. Once this application is completed, the review process will begin. **Please note: Applicants must meet the eligibility requirements listed below. An incomplete application will not be processed. Additionally, certain restrictions apply.**

#### Application Checklist:

- Is the desired property owned by the City Land Bank?** Search by address or parcel number at <http://tinyurl.com/cleveland-land-bank> or call 216-664-4105 for assistance.
- Are property taxes current on all properties owned by the applicant in the City of Cleveland?**
- Are there any building code violations on any properties owned by the applicant in the City of Cleveland?**
- Do you want to purchase, license or lease (established garden) the Land Bank property?**
  - Parcels for agriculture or greening uses are typically sold for \$200.00 each and are conveyed with a 'claw back' provision to ensure continued 'green' use. Additionally, purchases require other upfront fees such as those for deed recording (typically \$70-\$100), improvement costs and if applicable, lot survey and consolidation fees.
  - Most community gardens enter into a license agreement that can be renewed annually. A license agreement describes the terms of use of the City's property and the obligations of the licensee. The annual licensing fee is typically \$1.00.
    - License agreements with the City have a maximum duration of one year.
    - A license may be revoked by the City of Cleveland at any time at the City's sole discretion.
    - Any improvements to the property become property of the City of Cleveland if they are not removed at the end of the license period.
  - Established market gardens and lots used as public green spaces are typically leased for a term greater than one year. The lease fee is negotiated.
    - In most cases, the Lessee must have a \$1,000,000.00 general liability insurance policy covering use of the leased property for the lease period. This policy must name the City of Cleveland as an additional insured party. A certificate of insurance must be submitted to the City prior to the beginning of the lease period.
    - Any improvements to the property become property of the City of Cleveland if they are not removed at the end of the lease period.
- Have you contacted the community development corporation (CDC) serving the neighborhood of your proposed project?** Note: For assistance locating CDCs you may contact Cleveland Neighborhood Progress at (216) 830-2770 or visit <http://www.npi-cle.org/>.
- Are you interested in the Summer Sprout Community Garden Program?** Note: Enrolled gardens are eligible for soil testing (required), soil amendments, plants, seeds & technical assistance. Training is

also offered to Market Gardeners. For additional information, visit <http://tinyurl.com/kkokn9x> or contact Jim Thompson at OSU Extension: (216) 429-8200 x 246 or [Thompson.1608@osu.edu](mailto:Thompson.1608@osu.edu)

### **Important Notes:**

1. The City reserves the right to accept or reject any and all land use proposals. Land use criteria are largely based on the City's 2020 Citywide Plan, its Sustainable Development Pattern initiative, and input from community development corporations and City Council members.
2. Garden applicants are required to obtain a Soil Test and report results prior to the issuance of the license or lease. Lead contaminate result parameters are as follows:
  - a. Less than 400 parts per million are cleared for gardening at grade level
  - b. Between 400 – 700 parts per million are required to plant in raised bed gardens
  - c. More than 700 parts per million are not permitted for gardening use but are encouraged to consider various phytoremediation strategies to reduce site contaminants and beautify the area.
3. Plans involving market garden stands, raising chickens and/or bees will likely require a zoning variance before such use will be permitted. All plans must comply with the City's building codes and all other regulations including zoning. Additionally, applicant must obtain all necessary approvals and permits from the City prior to making any improvements or commencing construction. Detailed information can be found on the City's website at <http://tinyurl.com/cleveland-permits>
4. If a garden site does not have direct water access directly or from an adjacent lot, a hydrant access application may be submitted. Hydrant permits for access to water at a reduced rate can be obtained by completing the questionnaire (PDF). For additional information contact Ana Sarto at (216) 664-4105, [asarto@city.cleveland.oh.us](mailto:asarto@city.cleveland.oh.us) or by fax at (216) 420-8042.
5. Land Bank Property is sold "as is" via a Quit Claim Deed (The City is not responsible for cleanup or improvements).
6. Applicants are required to administer and pay for lot surveys as well as the recording of a lot consolidation plat when projects involve the purchase of multiple parcels. The cost varies and may exceed \$1,000.
7. The City may place conditions on the license, lease or sale and incorporate them as restrictions. If the buyer fails to make proposed improvements or properly maintain the property, the City may exercise its discretion to terminate a license or lease or take back title to the property. Typical restrictions may include but are not limited to:
  - a. Removal of driveway apron (curb cut), reinstatement of curb and tree lawn;
  - b. Installation of new fencing to code. In some cases, all existing fencing may be required to be brought up to code;
  - c. Completion of new landscaping to code.
  - d. Properties must be maintained in a decent, safe and sanitary manner. This includes keeping the properties free and clear of debris and weeds.
  - e. Any improvements to the property become property of the City of Cleveland if they are not removed at the end of the license/lease period.
8. Lots are not to be used for illegal purposes such as storage of vehicles, misc. debris or items not suitable for agriculture and gardening.
9. When Land Bank properties are purchased, licensed or leased, applicants are responsible for all real estate property taxes and assessments on the properties moving forward. For a future property tax estimate, contact the Cuyahoga County Fiscal Office (Real Property Info.) at 216- 443-7010 or check out their property tax calculator at <http://tinyurl.com/899s5t2>

## INSTRUCTIONS FOR COMPLETING A DETAILED SITE PLAN

### 1. Draw and label existing site conditions

- Outline parcel boundaries & identify each parcel by number for the entire proposed site
- Illustrate existing conditions that will remain such as a driveway apron, fencing, landscaping, etc.
- Label the street name and any adjacent cross street or intersection
- Draw an arrow pointing North

### 2. Draw and Label Improvements

- Indicate location, dimensions and layout of the proposed garden area, sheds, greenhouses, etc.
- Illustrate other planned improvements such as walkways, signage, etc.
- If a new fence is planned, indicate:
  - Location(s)
  - Material type, i.e. decorative/ornamental wood or metal
  - Height of each fence
- Landscaping buffers are required component new parking lots. For buffers and other landscaping elements indicate:
  - Proposed location & size of new buffers/screening, grassed areas, trees or shrubs (label each)
  - Type of plants (Native area plantings are highly encouraged). The *Re-Imagining Cleveland, Ideas to Action Resource Book* at <http://tinyurl.com/reimagining-cleveland> is full of useful resources.

**Draw detailed Site Plan below or attach on a separate sheet.**



# Land Bank



## Application for Agriculture/Garden Use

### **Applicant Information:**

Note: Please provide complete contact information for the applicant/entity seeking to license, lease or purchase the property. If a specific question does not apply to your proposal, write or type "N/A". See Guide for Agriculture/Garden Application prior to completing this form.

Applicant Name (Garden leader, if applicable):	
Business/Organization Name (If applicable):	
Mailing Address (Address City, State, Zip):	
Email Address:	
Phone Number:	
Alternate Phone Number:	
If you will partner with another organization, list the name & contact person:	
List the names of the other garden team members: (If applicable)	

### **Land Bank Property Information:**

#### **Do you want to purchase, license, or lease the Land Bank property?**

(Please check ONE of the three boxes below)

- I would like to purchase the property from the City.** Parcels for agriculture/greening uses are typically sold for \$200.00 each and are conveyed with a 'claw back' provision to ensure continued 'green' use.
- I would like to license the property from the City.** Most community gardens enter into a license agreement that can be renewed annually. A license agreement is legally binding and describes the terms of use of the City's property and the obligations of the licensee. Annual fee is typically \$1.00.
- I would like to lease the property from the City.** Established market gardens and lots used as public green spaces are typically leased for a term greater than one year. A lease agreement is legally binding and describes the terms of use of the City's property and the obligations of the Lessee. The lease fee is negotiated.

LAND BANK Parcel Street Address(es):	
LAND BANK Parcel Number(s):	
Other Parcel(s): (List parcels that you own or intend to acquire as part this project)	

**Description of Proposed Uses and Improvements:**

Describe intended Agricultural/Garden use of Land Bank Parcel(s) in general including plans for crops. For detailed information on vacant land re-use strategies refer to the *Re-Imagining Cleveland, Ideas to Action Resource Book* at <http://tinyurl.com/reimagining-cleveland>.

Describe improvements that are applicable and expected outcomes.

List type and size of any structures:  
(Green houses, sheds, garden stand, etc.)

List material type and height of any fencing:

Do you plan to raise chickens and / or bees on the property? If yes, describe plans including scale of the operation.

Will additional landscaping or neighboring property buffers be installed?

How will you handle compostable materials and trash/removal?

Has soil been tested for suitability? If so, note lead results and attach report.

Is there a direct source of water on-site or available from an adjacent lot? If not, see Application Guide for hydrant permit info.

Describe any sustainability features in your proposal. The *8 Ideas for Vacant Land Reuse in Cleveland* at <http://tinyurl.com/osha9ws> is another great source of information.

**Project Funding Uses:**

**USES:** Please list all estimated costs to complete your proposal, including improvements to and acquisition of Land Bank property and all other associated property.

Uses	Estimated Cost (\$)	Source of Estimate
1. Land Bank Property Purchase:		
2. Site Design Costs:		
3. Material Costs:		
4. Labor Costs:		
5. Other:		
6. Other:		
<b>TOTAL USES (\$):</b>		

Please Return Completed Forms To:

City of Cleveland Department of Community Development, Division of Neighborhood Development

601 Lakeside Avenue, Room 325, Cleveland, Ohio 44114-1070

Phone: (216) 664-4105, Email: [asarto@city.cleveland.oh.us](mailto:asarto@city.cleveland.oh.us); Fax: (216) 420-8042

**Project Funding Sources:**

**SOURCES:** Please list all sources of funding for your project.

Source Type	Name of Source	Estimated Amount (\$)	Are Funds Already Committed (Yes/No)?
1. Applicant's Equity:			
2. Bank Financing:			
3. Other:			
4. Other:			
<b>TOTAL SOURCES (\$):</b> <i>(Total Sources must equal or exceed Total Uses)</i>			

**Please provide the name, title, and contact information for each "Source" listed above:**

1. Applicant's Equity			
Name:		Title:	
Street address, City, State, Zip:			
Phone:		Fax:	
Email:			
2. Bank Financing:			
Name:		Title:	
Street address, City, State, Zip:			
Phone:		Fax:	
Email:			
3. Other			
Name:		Title:	
Street address, City, State, Zip:			
Phone:		Fax:	
Email:			
4. Other			
Name:		Title:	
Street address, City, State, Zip:			
Phone:		Fax:	
Email:			

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**Applicant Background and Experience:**

Has the Applicant developed other similar projects in the City of Cleveland?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "yes", please provide a brief description of the previous project and year of completion:		
Has the Applicant previously received City funding for any projects?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Is the Applicant in default of any City-funded project(s)?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "yes", please provide the project name and current status:		
Is the Applicant a named defendant or party to any litigation such as bankruptcy, foreclosure, arbitration proceedings, or have miscellaneous lawsuits pending or outstanding?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Does the Applicant have any judgments or claims against him/her that could impede the ability to complete the project?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "yes" was answered to either of the above questions, please provide an explanation:		

**By signing below, I certify that the information provided herein is correct and true to the best of my knowledge. I have read and understand the information provided in the Application Guide. If the property is conveyed, I agree to maintain the lot requested in accordance with all applicable state and local laws. This form is a statement of interest only. By receiving it, the City of Cleveland does not commit to transferring the property to the applicant.**

Applicant Signatures: (Signatures by all applicants or Garden leaders required)	
Date:	